

OTE 85-5596

10 JAN 1986

MEMORANDUM FOR: Deputy Director of Employment

THROUGH: Coordinator for Student Programs

FROM: [REDACTED]  
Director of Training and Education

SUBJECT: Graduate Fellow [REDACTED]

1. [REDACTED] has completed the second of her two Graduate Fellow assignments with the Office of Training and Education. During this six month period, [REDACTED] has been involved in a major initiative by the Office to assess the training needs of the Directorate of Operations and an evaluation of our management training courses. [REDACTED] has turned in a very strong performance. She has demonstrated a commendable grasp of training assessment methodology, individual project design and data analysis. Equally impressive has been her administrative and interpersonal skills. She conducted a large portion of the interviews with DO personnel to set up the DO assessment questionnaire and then took on the task of keeping the various details of the project on track.

As a Graduate Fellow from May to August 1986, [REDACTED] would be a junior instructor for management training courses, including Supervisory Counseling, Creative Management, and Leadership Styles and Behavior.

STAT

SUBJECT: Graduate Fellow

STAT

3. [ ] would like staff employment with OTE upon completion of her graduate studies. Her performance has been commendable and OTE would welcome her back to the Office as a staff employee at that time.

STAT

[ ]

CONCUR:

\_\_\_\_\_  
Coordinator for Student Programs

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
Deputy Director for Employment

\_\_\_\_\_  
Date